

Transfer Credit – Frequently Asked Questions

Q: What is the transfer credit process?

1. Apply to WCTC

- [Apply](#) for admissions to one of WCTC's Programs.

2. Send Your Transcripts

- Request official transcripts from each previous institution you attended. They must be sent directly to the WCTC Admissions Office (by mail or electronically). Transcripts sent to you first (even unopened) are considered unofficial unless sealed.
- **Military Transcripts:**
 - Army, Coast Guard, Marine Corps, and Navy veterans: [Request a Joint Services Transcript \(JST\)](#).
 - Air Force veterans: Request transcripts from the [Community College of the Air Force or Air University](#).
 - **Note:** these are evaluated based on recommendations from the American Council on Education (ACE).
- **International Coursework:**
 - Must be evaluated by a [NACES-approved credentialing agency](#).
 - Only course-by-course evaluations are accepted.
 - You must complete a [placement assessment](#) before your international credits can be evaluated for transfer.
 - Institutions must be formally recognized by the country's ministry of education or equivalent.

3. Check Your WCTC Email

- You'll receive an email 1-2 weeks after we receive your transcripts.

- Once admitted, view transfer credits and how they apply to your program via Degree Works using your WCTC username and password.

4. Review Your Credit Awarded

- Log in to your [myWCTC](#) account.
- Under "Academic Profile," click "View Transcript."
- Degree Works also shows how your transfer credit applies toward your program requirements.

Q: How do I know if my credits can be transferred to WCTC?

- **Use Transferology**

- Explore course equivalences by entering your previous coursework to see if WCTC offers matching classes. Some courses may not appear in [Transferology](#) if they haven't been evaluated by WCTC yet.

- **Meeting with an Enrollment Counselor**

- Receive an unofficial review of your transcripts and guidance on your program options.
- **Note:** An unofficial review refers to an informal evaluation based on available transcripts and does not guarantee credit transfer. Official transcripts must be received and evaluated for credits to be formally applied.

- **Ensure Your Previous Institution is Accredited**

- WCTC accepts transfer credit only from institutions accredited by one of the following:
 - Higher Learning Commission (HLC)
 - Middle States Commission on Higher Education (MSCHE)
 - New England Association of Schools and Colleges (NEASC)
 - Northwest Commission on Colleges and Universities (NWCCU)
 - Southern Association of Colleges and Schools (SACS)
 - Western Association of Schools and Colleges (WASC)
 - Any CHEA-recognized accrediting organization

- Tertiary-level international institutions formally recognized by their country's ministry of education
- **Grade Requirements**
 - Only courses with a grade of C (2.0 GPA/4.0 Scale) or higher are eligible.
 - Time limits may apply depending on the course or program.
- **Additional Information**
 - You must complete at least 25% of your program credits at WCTC (or one course for certificates under 12 credits). Transfer credits do not count as credits earned in residence.
 - Approved transfer credit exempts you from taking that associated course.
 - Transfer credit may affect financial aid or veteran benefits—consult the Financial Aid Office.
 - Appeals: If you wish to appeal your credit evaluation, submit a written appeal with supporting documentation within 30 days of your evaluation.
 - Transfer credit is not calculated in your grade point average.

Q: How long does it take to review my transcripts?

- Transcript evaluations generally take 1 to 2 weeks after receipt, especially during peak times (June–August, November–January).
- Send your transcripts early, especially if you're planning upcoming courses.
- You will receive a confirmation email once your transcript review is completed.

Q: Why didn't I receive transfer credit?

Common reasons include:

- You haven't applied to a program—without this, we don't know which courses to evaluate.
- Some courses may not apply to your specific program.
- Official transcripts weren't submitted.
- You earned below a "C" in the course.
- The course doesn't have a WCTC equivalent.

- You didn't submit transcripts from all the institutions attended

Q: Can I earn credit for work experience or industry certifications?

- Yes. You may be eligible to receive credit for relevant industry certifications or work/life experience. Find Information here: [Credit for Life/Work Experience](#) or [Credit for Industry Credentials](#)

Q: Do you accept AP credit?

- Yes, we accept AP, CLEP, DSST, and IB credit. Please see the [list](#) of approved exams for credit.

Q: What does transfer credit look like on my account?

Here's what you might see:

- **TR** – Credit for a transferred course (from another institution)
- **PD** – Credit for a prior degree (Associate or higher)
- **AP** – Credit from Advanced Placement test
- **CL** – Credit from CLEP exam
- **DT** – Credit from DSST/DANTES exam
- **IB** – Credit from International Baccalaureate exam
- **EX** – Credit from another national exam
- **OT** – Credit from high school articulation agreements

Q: What if I already earned a degree from another institution?

- If you've earned an associate degree or higher from an accredited school, you may receive a 21-credit prior degree package, covering general studies. However, this excludes Math and Science these will be evaluated separately.
- **Exceptions:**
 - Shared programs, the Technical Studies – Journeyworker program, and both Liberal Arts programs are *not* eligible for the prior degree package. A course-by-course evaluation will be conducted instead.